

MEETING
OF
THE ROBBINS LIBRARY BOARD OF TRUSTEES
TUESDAY, MARCH 10, 2015
MINUTES

Call to Order – 7:15

The meeting was called to order at 7:15 p.m. Attending were library trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Diane Gordon, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending was the Interim Library Director, Andrea Nicolay, Friends of Fox president, Hilary Rappaport, and seven library staff: Lynne Arnold, Lauren Budd, Emily Canniff, Liz Dellanno, Linda Dyndiuk, Rob Lorino, and Ellen Wendruff.

Town Manager, Adam Chapdelaine

Mr. Chapdelaine attended the meeting to discuss with the trustees the process for hiring the new director and to get their recommendations for proceeding. Trustees evaluated the previous hiring process, asked questions about the new search, and made suggestions for improvement. An efficient approach would be to review the candidate pool from the prior search. Ms. Fennelly suggested that we look again at the specific individuals the previous director, Ryan Livergood, had recommended. Ms. Gordon noted that there were at least two other strong candidates. Mr. Murphy said that since the process is time-consuming we should begin as soon as possible, especially if we open it to new candidates. He would be in favor of doing this on an accelerated schedule.

Ms. Muldoon noted that the trustees had little input into the selection process. Ms. Calvin, the board chairperson, was the board's designee and Ms. Gordon substituted for her during one of the interviews, but the other five trustees had no opportunity to review resumes or meet any of the candidates. Mr. Chapdelaine said that privacy/confidentiality issues arise when the whole board is involved. Mr. Delmolino asked if four or five finalists could come before full board.

Ms. Gordon suggested that the search team meet before interviewing candidates in order to discuss the profile of a successful candidate (experience, personality, etc.). She identified the fact that members of the team had not met beforehand as a flaw in the process. Individual team members may have been looking for different qualities in the candidates. Committee members devised the questions to ask each candidate and each had a chance to interact with the candidates. Ms. Gordon asked for input from the seven staff members present at this meeting and from Ms. Rappaport from the Friends of Fox. Staff agreed that staff representation on the committee was sufficient. Ms. Gordon also suggested that staff should have input into the job description and requirements for the position of library director. Ms. Nicolay recommended gathering input from staff before interviewing the candidates.

The board cautioned against being pressured into making a quick decision. Ms. Calvin suggested looking again at experience requirements for job, as it may have been on the low side. Ms. Fennelly said that the library needs someone who has been involved in the strategic plan process; experience in that area is critical at this time. Mr. Delmolino said that flexibility in the kind of experience may be advisable. Excellent experience as an assistant director in a major library could substitute for experience as a director in a lesser library. Both Ms. Muldoon and Ms. Radochia served on the search committee that resulted in the choice of Maryellen Remmert-Loud as director, Ms. Muldoon as a representative of the League of Women Voters, and Ms. Radochia as chairperson of the board of trustees. Both Ms. Muldoon and Ms. Radochia described their experience on that committee. The task of the committee was to present the town manager at the time, Donald Marquis, with three finalists; Mr. Marquis made the final decision.

Community Time

Community time was moved up on the agenda to allow for comments during the session with Mr. Chapdelaine from library staff and from Ms. Rappaport.

Approval of Minutes

Ms. Fennelly moved approval of the minutes of the February meeting; Mr. Delmolino seconded the motion and the board unanimously approved the motion.

Communications

There were no communications.

Interim Director's Report

Ms. Nicolay discussed with the board the Interim Library Director's Report for late February and early March, 2015. She noted in particular the negative effects of weather and library closings on circulation statistics.

Ms. Nicolay described the upcoming Community Read (Arlington Reads Together) programs.

Mr. Murphy spoke of the need to promote the Digital Commonwealth, a non-profit collaborative organization that provides services and resources to libraries, museums, and other cultural institutions for the preservation, management, and dissemination of their archival materials. Through this organization, Robbins recently completed a project for the digitizing of photographs, maps and postcards from the Local History Room. They are online now and available for free public viewing.

Cooperative Network/Memo of Understanding

Ms. Fennelly gave Ms. Rappaport a draft copy of the Cooperative Network, adapted from the document "Organizational Tools for Friends Groups: Operating Agreement," from United for Libraries: A Division of the American Library Association (2015) to circulate to Friends of Fox for their review. The Friends of Robbins and the Foundation will also receive a copy for their review and comments. A draft of "Sample Memorandum of Understanding," adapted from a document

written by Sally Gardener Reed, "Libraries Need Friends," (Philadelphia: United for Libraries, (2012) (Accessed March 10, 2015) was also made available to all three organizations for review and comments.

Ms. Rappaport amended the reference to "the primary source of funding" to include both The Little Fox Shop and the Fashion Sale.

Poet Laureate Screening Committee Designee

Town meeting in 2014 approved a warrant article providing for the designation of a Poet Laureate for the town of Arlington, and for the creation of a committee to choose the poet to be honored. The library's original designee for the selection committee is unable to serve. Ms. Nicolay named three potential designees for the committee, and described their credentials. She will proceed with asking the individuals if anyone of them is able to serve.

2014 Annual Report – Final

Ms. Nicolay added a paragraph to the draft about Ryan Livergood, who left Robbins in November. Since she had thought it contrary to Annual Report guidelines to include reference to staff with fewer than twenty years of service, she did not include the former library director in the report. She made the change to include Mr. Livergood's service to Robbins as Assistant Director and Director. Although his term was relatively short, his positive impact was significant.

Approval of Policy: Patron Conduct

Ms. Nicolay updated the policy, stressing the need to protect materials and equipment, rather than the need to "police" patrons' every action and the expectation that patrons respect the rights of others so that it will be "a secure and welcoming place for all." Guidelines for photographing and/or videotaping library patrons were also a topic of discussion. After making a few changes, Ms. Nicolay will bring the policy back to the board for approval.

Foundation Update

Kathy reported that most of the meeting focused on the design of stationery and notepaper.

The Foundation may be looking for more members.

The library needs to complete the first stage of the "Reimagining our libraries" renovation plan before the Foundation can proceed with a targeted money goal for a campaign. Hence, the Foundation push has been stalled. The Foundation has raised \$24,000 for materials. Ms. Fennelly noted that individual donations are in larger amounts (\$100, \$500, and up) than previously.

Friends Update

Ms. Nicolay reported that the Friends of Robbins are planning a memorial concert for former board member, John Gearin, on April 12. The web designers are still working on website, including attempting to fix the glitch with Paypal. The annual membership renewal mailing goes out in April.

The contract for beehives sent out with delivery expected in April. Ms. Nicolay will ask Patsy Kraemer from the Garden Club if there are enough plants/flowers in the Robbins Memorial Garden and surrounding areas to feed the bees.

A bin in the Robbins lobby will collect books for Children's book sale in April.

The board asked Friends of Fox president, Hilary Rappaport, for an update on their activities. She said that there were no specific plans at this time. They are happy to have the new branch librarian, Emily Canniff, and will wait for her to get adjusted to her new position before making programming plans. Ms. Rappaport said that it is difficult to plan an adult event that ends at 8 p.m. Wednesday night is the only night that Fox is open. Originally Wednesday hours were 1 – 9, and later changed from 12 – 8. Ms. Rappaport asked whether patrons might be better served returning to the 1 – 9 schedule. A 9:00 closing would be particularly desirable in the summer. The trustees asked if the Friends of Fox could come up with a proposal.

Unanticipated Items

Barbara Fulchino, head of circulation, asked if April could be a fine-free month. Ms. Fennelly moved that April be a fine free month; Ms. Gordon seconded the motion. The board unanimously approved.

The board considered two meeting room use applications which asked for an exception to charging a fee.

- Arlington Family Connection – asked for permission to collect \$3 from non-members to cover the cost of craft supplies. Mr. Murphy moved to approve allowing the AFC to collect \$3 from non-members. Ms. Fennelly seconded the motion. The board unanimously approved the motion.
- Performer – Arlington resident, Alan Kaufman, a fiddler and guitar player, asked for permission to pass the hat to help defray expenses. Ms. Fennelly moved to deny the request. Ms. Gordon seconded the motion. The board unanimously approved denial of the request.

Date of Next Meeting

The next scheduled meeting of the board is Tuesday, April 14.

Adjournment

Ms. Fennelly moved to adjourn the meeting at 9:20 p.m. Mr. Delmolino seconded the motion. The board unanimously approved the motion.

Respectfully submitted,

Joyce H. Radochia

Materials Distributed:

- Meeting agenda
- March 2015 meeting minutes

- Late February/Early March 2015 Director's Report
- Draft Cooperative Network/Memo of Understanding
- Poet Laureate of Arlington article document
- Final 2014 Library Annual Report
- Patron Conduct Policy draft
- Two meeting room applications with special requests